Registration Tutorial

302 W. Cotton St. | [Click here for map](#) [1]

1. When you click on the CodeRED link you will be redirected to the Emergency Communication Network Community Notification Enrollment page. The items marked with a red asterisk (*) are required fields. Be sure to TAB between fields as you fill in the form. Do not use the enter key as this will cause the form to be submitted before you have completed the entry process.

2. Fill in your first name, then press the TAB key. The cursor will move to the LastName field. Fill in your last name, then press the TAB key to move to the Address field.

*FirstName *LastName
First Name is required.
Last Name is required.

3. Fill in your address, then press the TAB key. Fill in your apartment, suite or unit number, then press the TAB key. Fill in the City name (only Longview will be accepted in this field) then press the TAB key. Fill in the State field with Texas (only Texas will be accepted in this field) then press the TAB key. Fill in your Zip Code then press the TAB key. If you have a Plus4 Zip Code, fill in the Plus4 and press the TAB key.

*Address (Physical only, no P.O. boxes.) Apartment, Suite, or Unit Number
*City *State *Zip Plus4
City is required
State is required

4. Fill in your email address then press tab. (* CodeRED is developing the service to email notices to subscribers and this information will be used in the future.)

Email Address
* For future use

5. Enter your primary phone number and press the TAB key. If applicable, enter your secondary phone number and press the TAB key.Check the box of any phone that is a cellular phone.

*Primary Phone
Alternate Phone

* Example: 3866760294
* Example: 3866760294

Primary is a Cell Phone?
Alternate is a Cell Phone?

6. If you checked the box "Primary is a Cell Phone" or "Alternate is a Cell Phone" you will be prompted to select your cell phone provider from the drop down list. (*CodeRED is developing the feature to send text messages to subscribers in the future)

Primary is a Cell Phone?
Alternate is a Cell Phone?

Primary Cell Provider

Receive text messages if available?
* For future use
* Registered recipients of text messages may incur a cost based on their carrier agreement.
Secondary Cell Provider

Receive text messages if available?
* For future use
* Registered recipients of text messages may incur a cost based on their carrier agreement.

7. This check box determines if you will receive the Weather Warning. It is automatically checked. If you un- check the box you will not receive weather warning calls.

Uncheck this box only to opt out of receiving automated tornado, flash flood, and severe weather warnings to your home or cell phone ----->

8. If you are hearing impaired and use a TDD/TTY, check this box to receive your notification in a text format.

TDD/TTY--- Check TDD ONLY if you are hearing impaired and would like tone delivery of emergency messages - messages delivered to phone numbers marked TDD will ONLY be delivered in a TDD/TTY format. For Primary phone with a hearing impaired TDD/TTY device Check this box:

For Alternate phone with a hearing impaired TDD/TTY device Check this box:

9. If you live in a mobile home or manufactured home, check this box then press tab. (*This information is gathered to provide additional warnings for certain windy conditions)
If you live in MOBILE HOME or MANUFACTURED HOME please check this box:

10. You are finished entering your information. NOW, click CONTINUE to take you to the second page where you will verify your information and agree to the terms. If your information is correct and you agree to the terms of usage, put a check in the box and click on SUBMIT. You will then receive a message that you have been added to the system.

I have read, understand, and agree to the above terms conditions.
If the address you entered is not found in the database, you may receive a screen that looks like this:
The address entered requires manual review.

Please verify the address entered below:
Address: 2800 Wrong Lane
City: Longview
State: TX
Zip Code: 75601
Latitude: Unable to determine latitude
Longitude: Unable to determine longitude
Primary Phone Number: 9032395537
Alternate Phone Number:
Location is MFG Building : False

If this happens, it could be caused by typographical errors or the use of non-standard postal code abbreviations. Example: Crc. Instead of Circle or Cir. To correct the address, click the back button on

your browser and make the needed corrections. If you believe you have typed in your address correctly, go ahead proceed with step nine by putting a check in the box and clicking on submit. Your information will not immediately be added to the database; however, it will be reviewed by staff to determine if your address is inside the city limits and you will receive notification when the problem is resolved.

For more information call: 903-237-2706 | [Contact Us](#) [2]

Source URL: http://psc.longviewtexas.gov/registration-tutorial

Links:
[1]
http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=302+W.+Cotton+St.+75601&sll=32.505864,-94.729911&sspn=0.007817,0.018024&ie=UTF8&hq=&hnear=302+W+Cotton+St,+Longview,+Gregg,+Texas+75601&z=16
[2] http://psc.longviewtexas.gov/services-contact#CodeRed@LongviewTexas.gov